



CENTERS/INSTITUTES

No: SAAP 1-6

Authority: UWM Administration

Date: September 2016 (revised)
March 4, 1998 (original)

Initiator: Provost

Responsible Party: Provost

UWM has a number of organizational units outside the traditional curricular structure that are usually designated as centers or institutes, although other designations have been used. UWM also has a wide variety of organizations and units of a nonacademic nature that are also commonly designated as centers.

The units generally are involved in the following areas of effort:

1. Research, production and dissemination of scholarly information.^{[[SEP]]}
2. Sponsorship of programs, seminars or study groups that are not part of the general curriculum.^{[[SEP]]}
3. Organization of services to campus or community groups.

The academic approval matrix is to be followed for centers or institutes created within Academic Affairs (including those formed within a department, school or college). Approval of the appropriate vice chancellor is required for service centers created within divisions such as Administrative Affairs or Student Affairs. The Chancellor provides final UWM approval of all centers and institutes. The Faculty Senate should receive the center or institute documentation on an informational basis.

The proposal for a center or institute must contain:

- a. Proposed name.^{[[SEP]]}
- b. Brief description, purpose and justification.^{[[SEP]]}
- c. Organizational structure, including the method of appointment and term of office for the director.^{[[SEP]]}
- d. List of resources to be committed to the center, including their source.^{[[SEP]]}
- e. List of faculty and staff members to be associated with the center and their roles.^{[[SEP]]}
- f. The long-range plan for the center.
- g. Description of collaborations and overlaps with existing centers and institutes and relevant academic programs at UWM.
- h. A signature page with the endorsement from all participating Deans.

Once a center or institute is approved, any significant changes (including reorganization) in the above items must be circulated to the Academic Planning and Budget Committee with a 30 day review and comment period. The changes must be approved by the appropriate dean or vice chancellor. Copies of the revised document must be sent to the Faculty Senate as an informational item.

Reference by name to centers or institutes in official documents, brochures, web pages, campus telephone book, business cards, etc., or use of the title "director" require the center or institute to have received formal approval.

Centers and institutes should be reviewed at least every five years unless otherwise covered by another policy by the appropriate Vice Chancellor, Dean or their designee to ensure their relevance and value in supporting the mission of the university.

Terminology

The following terms are used at UWM to designate special organizational units with a specialized purpose. The terms reflect the dominant activity of the unit.

1. **RESEARCH CENTER:** A unit within one or more existing departments, schools, colleges or institutes, supporting a recognized and approved mission, with a focus on ongoing multi-project collaborative research. In addition to a primary research role, center activities may include secondary teaching and/or service roles. (The term "Laboratory" has been used for some of these units. The term may be retained for existing Laboratories but should not be used for new units.)
2. **RESEARCH INSTITUTE:** A multidisciplinary organizational unit, approved and recognized by the University, with a collaborative research focus related to programs of directed study. An institute is expected to be largely self-sustaining, and have national and international recognition. A large institute may contain centers.
3. **EDUCATION/OUTREACH CENTER:** A unit with a focus on educational and/or outreach activities in a scholarly area that is usually multidisciplinary or interdisciplinary in nature, bringing together various faculty with an interest in an area of study. Center activities may include a secondary research role. An example is the Center for Latin American and Caribbean Studies.
4. **EDUCATION/OUTREACH INSTITUTE:** A unit with a focus on educational and/or outreach activities outside the traditional degree structure. An example is the Institute of World Affairs.
5. **SERVICE CENTER:** A unit or office that delivers a service, primarily to students, or offers programs that do not lead to a degree. Some examples of this are the Career Development Center (Division of Student Affairs) and the Tutoring and Academic Resource Center (Academic Affairs).